

These are the minutes of the Regular Session of the City of Adams, WI held on October 21, 2013 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Alderpersons Hilson, Jensen, Kierstyn, Marti Scott, Suhr, Mayor Baumgartner, Administrator Ellisor and Street Superintendent Mead.

The Pledge of Allegiance was recited.

**Motion by Jensen, second by Suhr to approve the minutes of the meeting held October 7, 2013 as printed. Roll call vote, all voted aye.**

*Petitions and Communications:* Mayor Baumgartner reported that she had spoken with a citizen regarding Charter Communications problems. She will have more information regarding Marquette Adams connecting in the spring.

*Report of Standing Committees:*

*Personnel Committee:*

10/08/13 - Agenda Items: Adjourn from Open Session and Immediately Reconvene in Closed Session for the Purpose of Considering Employment of Police Chief (Applicant's Interview) – SS19.85(1)(c)  
In Closed Session: On roll call were member Scott, Jensen and Kierstyn. Others attending were Mayor Baumgartner and Administrator Ellisor.

Discussion was held Relating to Considering Employment of Police Chief – SS19.85(1)(c).

10/11/13 - Agenda Items: Adjourn from Open Session and Immediately Reconvene in Closed Session for the Purpose of Considering Employment of Police Chief (Applicant's Interview) – SS19.85(1)(c)  
In Closed Session: On roll call were member Jensen and Kierstyn. Others attending were Mayor Baumgartner and Administrator Ellisor.

Discussion Relating to Considering Employment of Police Chief – SS19.85(1)(c). Interviews were held.

*Public Works Committee:*

In Petitions and Communications: A discussion was held regarding pot holes on West Deerborn. Superintendent Mead will research further to determine the City's responsibility for the area in question.

Report on Public Works Department Activity: Hydrant Flushing has been completed for the Fall season and the flushing method utilized has been effective. Seasonal leaf collection is underway and chipping of the brush stockpile at the compost site has been completed as well. A DNR site inspection of the City's compost site is anticipated in the near future

Discussion Relating to South Business Park – EDA – Other Development Projects: South Business Park – Processing of the City's reimbursement for the EDA South Business Park project has been temporarily suspended due to the Federal Government shut down.

Discussion on Waste Analysis and Infrastructure Upgrades: Superintendent Mead reported on the progress of the waste stream study and that the labs are currently analyzing samples that have been drawn.

Discussion/Recommendation Relating to Selling of Plow Blades: It was explained that the surplus plow blades have been out of service for a long time and are essentially obsolete. Recommendations were made to sell the Plow Blades.

Discussion/Recommendation Relating to Purchase of Loader and Skidsteer Tires: A discussion was held regarding the purchase of Loader and Skidsteer Tires. Costs for the replacement tires were discussed. Recommendations were made to Purchase Loader Tires for approximately \$3,600.00, pending budget review by City Administrator Ellisor.

Discussion/Recommendation Relating to Painting of Underbody of Truck #4: Recommendations were made to Approve Painting of the Underbody of Truck #4.

**Policy & Procedure Committee:**

Discussion/Recommendation Relating to Snowmobile Routes Ordinance – West Sherman Street: The snowmobile route was discussed with the Sherman Street residents in attendance voicing their disapproval of Sherman Street becoming a snowmobile race track. Donna Disch indicated she had the support of the Easton Snowmobile Club which included trail grooming. Mayor Baumgartner suggested we could try to find a different route where not as many residents would be affected. It was decided that Mead and Kierstyn would meet with Todd Stammen, head of the snowmobile club, to discuss the possibility of a different route and report back at the next meeting. Mayor Baumgartner thanked the residents for their input.

Discussion/Recommendation Relating to Theft of Library Materials: Mary Nelson, Library Board Trustee, addressed the committee asking for help in retrieving articles that were checked out and never returned and also articles that were actually stolen. Kierstyn replied that in regards to the articles that were checked out and not returned they would have to contact the Corporation Council for help as they have a contract with the County and the City Police should be called for any articles that are stolen. Other suggestions came up during the discussion and Ms. Nelson will take them back to the library board. She thanked the committee for putting the library on the agenda.

Discussion/Recommendation Relating to Access to Municipal and Municipal Utility Records Ordinance: After discussion and review of the sample ordinances, Recommendations were made to send to Council.

**Fire District:**

Chief's Report: There were 6 calls – 2 false alarms at Northern Bay.

A discussion was held regarding false alarms.

A discussion was held regarding plumbing problems. City of Adams Water Operator, Bob Berry, has been asked will investigate.

Easton Lions contributed \$400 for Safety Equipment.

Received DNR 50/50 grant of \$1943.60.

Adams County Sheriff's Office contributed an ATV for rescue work.

No progress has been made regarding confined space rescue training.

**Report of City Officers:**

**Mayor Baumgartner:** Stated that it has been busy with all the meetings they had been attending as well as the League of Wisconsin Municipalities Conference that she and Administrator Ellisor attended. They brought back a couple of books, Wisconsin Towns USA and after they read them they will pass them along to the Council.

**Administrator Ellisor:** Reported that while at the Conference they met with several agencies that we will be working with in the future, particularly with the financing. It worked out nicely as they were there to give presentations. He is working on the budget along with many other things with the pending development. Alderperson Kierstyn is helping to get things together for the wind turbine at the park. At the previous Public Works meeting the paving that had been approved is being done. There is an alley that has been paved and some other repairs that needed to be done. The road by Allied Co-op has not been done and not out of the question yet. The large GEITS sign in the back of the Council Chambers will be used at their office in Madison at the UW Technology Research Park. They plan to host an Open House for the Council and City Employees to visit and see their new location. This will be their joint location with the other at the Business Park. This will link the City, Adams County with the UW system and what they are bringing to the State says a lot for that kind of recognition. He will be joining Felicia and Rajesh at a Conference in Southern California at the end of the month as they were invited to show their floating solar technology to the Technology Infinity Group. These are areas that have extreme water shortages and water treatment issues. He will be there representing the City as we are

going to be the Model representing their renewables that they will be creating in our Business Park. This will be the start in getting national recognition. He has met with Carol LaForge, V.P. of Project Management, who is the latest employee hired by GEITS and has ties to the Adams area.

*New and Unfinished Business:*

**Motion by Suhr, second by Hilson to Approve the Hiring of Bret Anderson as Chief of Police contingent upon his physical, psychological, background check and the Personnel Committee follow-up.** Mayor Baumgartner and Administrator Ellisor gave updates on the Personnel Committee member's recommendation of Bret Anderson and discussed his background experience. Discussion was held on his residency, salary and benefits. **Roll call vote, all voted aye.**

Tara Bast, Supervisor, with Johnson Block and Company, Inc. presented the City's 2012 Financial Statement Report. She stated that the large copy of the audit that was distributed is in Draft form. Although they do not anticipate any changes to the audit itself, just maybe rewording of the Communication Letter. She will be working with Administrator Ellisor on the subsequent events as there will be a lot and make sure that what has happened the last couple months is disclosed.

She gave an overview of the highlights in the report. She stated the Independent Auditor's Report as it is in Draft form, she expects to issue an unqualified opinion. She explained the Government-Wide Financial Statements are on the Full-accrual of accounting, Fund Financial Statements are the Modified Accrual Basics of Accounting the City budgets in. She defined the Notes to the Financial Statements, Required Supplementary Information, the Other Single-Audit was due to the EDA Grant, and the other reports Johnson Block prepares for the City such as the PSC, Financial Report-Form C and the TIF District Annual Reports. She explained that they are required to put the Material Weakness and Significant Deficiency communication in the audit. She stated that it is the same as in previous years and very common to see as they report on Municipalities internal controls segregation of duties and common to see that in audits because of the size of the City and the controls that are in place. Then there is Other Comments she reminded the Council of the TIF District Monitoring cash flows, to make sure the debt borrowed the City will be able to make the debt payments and monitor the risks associated in the expenditures that are going on and that TIF captures all the expenditures that are allowed.

She explained that the General Fund total expenditures were over by \$25,345. She stated there is a need to increase utility rates especially with the upgrades that are in the works.

The condensed version of the General Fund was similar to 2011 with the reason for the decrease in cash was the General Fund picking up the deficit in TIF #2 due to the delay in the reimbursement of the grant. Overall the total assets are similar between years as well as the Liabilities and Deferred Inflows (Tax Levy), Non-spendable, Restricted and Unassigned (shared Revenue received in November).

Utility Operations, water revenue \$467,166 and the expense \$399,796, water income \$67,397. Sewer revenue \$404,769 and the expense \$550,381, sewer income (Loss) (\$145,612). In those numbers is the depreciation expense which is a non-cash transaction.

General Fund and Debt Service Expenditures (excluding TIF Districts and Refinanced debts). Largest in all Municipalities is Public Works and Public Safety. The jump in 2008 was due to the CDBG Grant Program that is included in the General Fund. Otherwise steady as far as the other categories.

General Fund Revenues consist of Intergovernmental Revenues, Shared Revenues, and Transportation Aids and are the largest portions followed by the tax levied.

The G.O. Debt vs. Capacity is limited to 5% of the City's equalized value as far as debt borrowing. At the end of 2012 the City's limit was \$4,186,445 and Outstanding Debt was \$1,189,899. Also included were Equalized Value changes for Adams County, Cities in Adams County and the City.

She wanted to point out to the Council the debt limit as the new borrowing of \$485,000 and the anticipated of \$3,000,000.

THE MINUTES ARE DRAFT AND SUBJECT TO COUNCIL APPROVAL

She reviewed the City's Property Taxes Levied including the TID Districts and the Property Tax Roll break down.

Administrator Ellisor stated that we are keeping in fine-tuned with the debt capacity. The deficit numbers look scary but it is a non-cash portion of depreciation. With the RD Project upgrades we did in 2005 and 2006 increased the asset value and with those values the depreciation is reflected in that. It will amplify what your depreciation will show as. There has not been a change in the Sewer Utility Rates for a long time. We have tried to make it a goal to hold the line but at a certain point we need to make modest increases and avoid holding the line and then having to make a huge increase. He thinks that a modest increase in the sewer utility is in line at this point. With the multimillion dollar upgrade to the WWTP and the investment in renewable energy plant it will eventually become a revenue generating source. This will be done by selling to neighboring businesses or institutions as well as selling the surplus back to the grid, it will become a mini electric utility as well.

**Motion by Scott, second by Suhr to Adopt Ordinance 09-2013 Relating to Access to Municipal and Municipal Utility Records. Roll call vote, all voted aye.**

**Motion by Suhr, second by Hilson to Approve Payment of Bills. Roll call vote, all voted aye.**

**Motion by Jensen, second by Scott to Adjourn. Roll call vote, all voted aye.**

Respectfully Submitted,  
Janet L. Winters, CMC, WCMC, CMTW  
Clerk/Treasurer